

# ACCELERATED PARCEL NUMBER REQUIREMENTS

## (SECURING PERMITS FOR SPLITS/COMBINES)

Municipalities require that a deed be recorded for permitting purposes, describing the new parcel or parcels being created. A title company, surveyor or attorney may be able to assist you in this process.

When requesting Accelerated Parcel Numbers for a split or combine of parcels, submit an **original certified copy of the recorded deed**, with the appropriate legal description, the application form and a copy of the survey/plat, if applicable.

*A survey provides assistance and information but cannot be accepted in lieu of a deed, for the purpose of splitting or combining property.*

Accelerated parcel number processing is **only** available at the Assessor's downtown Phoenix office, 301 W Jefferson.  
APN phone: 602-506-0198....FAX: 602-506-0865

NOTE: If you need additional copies of your deed for your records or other agencies, please make them before you apply. The Assessor's Office does not have a public copy facility.

**ORIGINAL CERTIFIED COPIES CAN BE OBTAINED AT THE  
RECORDERS OFFICE AT 111 S 3<sup>RD</sup> AVE.**